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NSA PANAMA CITY  
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FINAL MINUTES AND AGENDA FOR VIRTUAL PARTNERING TEAM MEETING DATED 10  
APRIL 2013 CSS PANAMA CITY FL  
4/10/2013  
TETRA TECH

**PARTNERING MEETING DRAFT MINUTES  
NSA PANAMA CITY  
April 10, 2013, Virtual**

**Leader:** John Winters

**Timekeeper:** Tom Johnston

<b>Members Present:</b>	Charles Cook	NAVFAC SE
	Mike Clayton	NSA PC
	Tom Johnston	Tetra Tech, Pittsburgh
	Richard Lee	NSA PC
	Rich May	Tetra Tech, Tier II Link
	Gerry Walker	Tetra Tech, Tallahassee
	John Winters	FDEP
	John Schoolfield	NAVFAC SE (NOSC)
	Pat Franklin	TME, Facilitator
	Libby Claggett	Tetra Tech, Jacksonville, Scribe

**Meeting Start Time:** 9:30 a.m., ET

**1. Check-In/Introductions/New Members/Opening Remarks/Head Count and Proxies/Guests**

Team members shared events since the last meeting. Gerry Walker was added to the Team as a new member replacing Larry Smith. Jennifer Conklin was hired as a new RPM in the Federal Programs Section at the FDEP, and RPMs are being shifted to ease job duties. Jeff Lockwood will be taking over RPM duties at Panama City for John Winters after the next face to face meeting.

**2. Action Item Review and Minutes Approval**

The action item list was updated.

OPEN ACTION ITEMS				
Action Item #	Responsible Party	Status	Due Date	Action Item
A-0911-12	Charles (previously Tread)	Done	12/31/11	Will determine what is required for the LUC tracker in NIRIS. <b>12-2011 Update:</b> Waiting on input from Bob Fisher. <b>09-2012 Update:</b> Old LUCs were reviewed and it is not clear to NAVFAC if they were done on a Statement of Basis (SB) or not. Bob understands a Memorandum of Agreement is required. FDEP stated a Permit Mod is the legal document and the SB and CMIP are used until a "bundle" of mods can be made. <b>01-2013 Update:</b> NSA Panama City has not been populated yet in NIRIS. <b>04-2013 Update:</b> Per Charles, there is data for Panama City in NIRIS. Bob Fisher is still working on the LUC Tracker in NIRIS.

OPEN ACTION ITEMS				
Action Item #	Responsible Party	Status	Due Date	Action Item
A-1211-01	Richard and Mike (to develop the LUC matrix)	Done	2/08/2013	<p><del>Investigate funding options to develop a basewide HASP. <b>06-2012 Update:</b> There is some funding in JM73 that could be used for a basewide HASP; more funding is needed.</del></p> <p><del><b>09-2012 Update:</b> Tread has asked about basewide HASPs, but no one at NAVFAC knows about it — always done on a site-by-site basis and not basewide. Funding has to be tied to a site. Will try to fund under FY13 under AOC 1.</del></p> <p><b>01-2013 Update:</b> NAVFAC needs a better determination of funding before a basewide HASP can be considered. Tom added that USACE standards (EM 35) are being applied to HASPs, which undermines the concept of an umbrella HASP. Rich added the original intent of the action item was to develop a spreadsheet (guide) of sites and their LUCs and restrictions. The Team agreed that a basewide HASP is not what is needed. A LUC matrix should be developed for each site. The matrix should include a map for each site showing the boundaries, within each boundary, notes about protection issues, limitations on depth, contaminants, and training requirements. <b>04-2013 Update:</b> Richard provided a draft on February 8. Comments have been received from FDEP and Tom J. Comments need to be addressed. Richard and Mike need confirmation on the training requirements from safety oriented people. Charles said the Navy has H&amp;S people that could confirm the training requirements. With the exception of SWMUs 2, 3, and 10, most of the sites are petroleum related.</p>

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Action Item #	Responsible Party	Status	Due Date	Action Item
A-0612-05	Charles	Ongoing	4/01/2013	Send John a copy of the monitoring well inventory. <b>09-2012 Update:</b> The monitoring well inventory is not accurate and is in the process of being updated. <b>01-2013 Update:</b> Tread has not been able to get the well inventory updated. There is a short list of monitoring wells that can be abandoned. John requested the list of wells to be abandoned be brought to the Team for approval before wells are abandoned. <b>04-2013 Update:</b> Charles needs to verify the well locations before a contract can be written to perform the well inventory. John W. suggested a site visit with Jeff Lockwood coming on board. There was a contract awarded by Tread for 70 wells; however, the cost to abandon was not sufficient. Funding is not the issue – the exact location of the wells (well survey) is the issue. Charles suggested to determine NFA sites with no further monitoring and abandon those wells.
A-0612-07	Mike	Done	8/15/2012	Determine when the last review of the CRP and RAB was. <b>09-2012 Update:</b> No information could be found. Mike will talk with Steve Applegate regarding the RAB. <b>01-2013 Update:</b> Mike needs further guidance from the Team on what to present to Steve Applegate. <b>04-2013 Update:</b> Mike contacted the liaison between the Base and the community. The liaison suggested using public notices. The Navy (Helen Lockard) said to put a public notice in the newspaper. There is also a web newspaper that (per the liaison) that can be used for the public notice.
A-0912-01	Gerry (previously Larry)	Done	10/1/2012	Send John the data collected by SACAL for Sites 98, 325, and AOC 2 (in multiple data dumps). <b>01-2013 Update:</b> Larry sent information to Charles. Larry will send the data to John.
A-0113-01	Charles	Done	1/11/2013	Charles is to send his contact information to Team members.
A-0113-02	Charles	Ongoing	2/8/2013	Charles is to verify the dates in the FY 2013 Petroleum SMP and send any changes in a letter to John.
A-0113-03	Tom	Done	1/14/2013	Tom is to send the revised CAMP to Team members for review.
A-0113-04	Team members	Done	1/21/2013	Team members are to review the Exit Strategy (sent by Tom on January 6) and send any changes to Tom.
A-0113-05	Charles/Tread	Done	1/15/2013	Charles and Tread are to provide the Navy policy regarding RABs to Mike.

OPEN ACTION ITEMS				
Action Item #	Responsible Party	Status	Due Date	Action Item
A-0113-06	Richard	Done	1/11/2013	Richard is to send Charles an electronic version of the Corrective Action Permit.
A-0113-07	Charles	Ongoing	By the next meeting	Charles is to develop a milestone schedule for NSA Panama City.
A-0113-08	Charles	Done	2/20/2013	Charles is to try to obtain the December 2010 Tier II presentation from John Schoolfield.
A-0113-09	Charles	Done	2/20/2013	Charles is to take the lead on preparing and giving the Tier II presentation on March 19, 2013, at 1:00 p.m. EST.
A-0113-10	Libby	Done	1/10/2013	Libby is to send Charles the 2008 Tier II presentation.
A-0113-11	Tom	Done	2/20/2013	Tom is to arrange the conference call on February 27, 2013, at 10:00 a.m. EST to discuss the Tier II presentation.

**Action Item:** Richard is to send the LUC matrix document to Team members. **Done**

**Action Item:** Charles is to finish the LUC matrix document regarding training requirements.

**Action Item:** Charles is to verify NFA sites with no monitoring (i.e., AOC 2 and SWMU 2) where the monitoring wells can be abandoned.

**Action Item:** Charles is to prepare a public notice for the CRP/RAB.

**Consensus Item 0612-01:** The Team reached consensus to approve the January 2013 meeting minutes as final.

**Action Item:** Tom is to update the Team Charter with contact information for Gerry Walker.

### 3. Naval Operations Support Center (NOSC)

There was not enough funding to complete the sampling; therefore, a partial sampling was conducted. Additional sampling was performed when funding was received, and the sampling results were included in the project notes. Engineering Strategies would like to get a driller on location as soon as possible. John W. said he thought point numbers 5 and 6 were to have three soil samples collected from each core doing down to refusal and a conductivity probe was going to be used to determine where to collect soil samples from the other four locations. John S. said a conductivity probe was going to be used at all six locations. Larry Smith is going to be a subcontractor for Engineering Strategies working on this project. Gerry Walker stated under CTO ~~0073-JM73~~ there is a task for subcontractor oversight if needed. John S. said this would not be necessary since Larry Smith has been brought on board.

**Comment [JT1]:** Please have Gerry verify.

John W. stated that Item 4 in the project notes may need to be updated because he was expecting three soil samples from six locations (as stated in the Work Plan). John W. asked who was doing the Phase I. John S. stated it has not been done yet, and it will be contracted with Engineering Strategies. John W. stated he would like the D~~F~~~~P~~~~I~~ rig to collect~~ed~~ the samples (since the rig will already be out there) instead of hand augering. John W. stated the Phase I could begin now, and he will provide comments via email to John S. on the project notes. John S. said he would like to abandon the dry monitoring wells when the drill rig is out there, and John W. agreed as long as they have bentonite to plug the holes.

#### 4. Site 98 Update

Tetra Tech, per the request of the Navy, is to prepare letter reports for Sites 98, 325, and South Dock. Tetra Tech located the wells and obtained GPS coordinates, but was not able to locate all of the South Dock locations. Tetra Tech contacted SACAL and has obtained the lab data. Data validation should be complete by tomorrow and they are working on the figures. The report will be written when the validated data and initial figure generations is completed. The preliminary data appears to be all non-detect for soil. Per John W., Site 98 can have a SAR for complete NFA or LUCs.

Per Charles, South Dock will be a separate report.

Per John W., Site 98 and 325 could obtain NFA with additional sampling, a dig (at Site 325), and four quarters of groundwater monitoring if the Navy agrees. Mike agreed this would be a primary goal for the Base.

**Comment [JT2]:** Validated data indicate that sample PCY-0098-4-6-SB-SS3 had detectable PAHs in the 5 to 420 ug/kg range, and "SS2" and "SS3" had detectable tot. pet. hydrocarbons at 30 and 45 mg/kg, respectively.

#### 5. Site 325 Update

Per the discussion above, the goal for Site 325 is to excavate the contaminated soil and perform four quarters of groundwater monitoring in order to obtain NFA. Charles asked if there was enough data to size the dig. John W. said to wait until the Tetra Tech report is sent and review the recommendation in the report. Charles has mentioned the possibility of NFA to Robbie Darby, who agreed to try to obtain NFA.

#### 6. AOC 2 – South Dock Update

See discussions above.

Charles asked if the petroleum sites need to be in the HSWA permit if they are strictly petroleum. Mike said FDEP has requested this information in the past, and John W. agreed. Tom J. stated there was an SRCO on Building 278, and that site would not be listed in Appendix A8 – it would be no further action and moved to Appendix A7.

#### 7. AOC 1

Tom said the report with the updated data is in internal review. At AOC 1, there have been multiple wells installed by multiple contractors. Some wells have the same sequential number (i.e., MW4, PCY-13-4S), and in the latest round 4S got sampled, not MW4. This has been called out in the report in order to ensure the correct wells are sampled in the next round of sampling. The report is scheduled to be issued next week in draft form. John W. said the contractor performing the sampling should have a figure with all of the monitoring wells to be sampled highlighted. Tom stated that he did not foresee a problem with the next round of sampling.

Charles asked if the goal would be to try to obtain NFA or if this is not possible. Tom said that with the continuing source of contamination in the soil, it delays the time to achieve the SCTLs. If the source were removed, SCTLs could be achieved more quickly; however, there is free product under Building 399, but excavating under the building is not practical at this point.

#### 8. Other IR and Petroleum Sites Issues

John W. suggested review the LUCIP information (i.e., G300 has a conditional SRCO with groundwater monitoring) and determine the sites that still have work to be performed. Charles suggested developing a table with the monitoring requirements of the different areas. John W. stated the CAMP has the information (dates) in there. Tom said the reports and their dates are in the CAMP along with LUC inspections, but not monitoring events.

**Action Item:** Charles and Tom are to develop a table with the monitoring requirements of sites with conditional SRCOs/LUCIPs (G300 and AOC 1 for example).

#### **9. Monitoring Well Abandonment Project**

As discussed during the action item review, Charles suggested and Team members agreed to determine NFA sites with no further monitoring required and abandon the wells associated with those sites. Charles was assigned the action item.

#### **10. Tier II Update**

The last Tier II meeting was a virtual meeting March 19, 2013. Major discussion topics included reorganization and funding updates, Tier I Team reports and Exit Strategies, Exit Strategy revision, NSA Panama City Tier I Team presentation, review tier II FY 2013 goals, Tier I Team recognition, FDEP combined cleanup rules, and the Remediation Innovative Technology Seminar (RITS). The next meeting is scheduled for June 19-20, 2013, in either Orlando or Jacksonville with the Key West Tier I Partnering Team presenting.

Discussion ensued regarding the FDEP combined cleanup rules. Rich stated if any Team member wanted the link to the information, please contact him.

If any Team members want further information on the RITZ, contact Charles and he can sign them up.

The full update provided by Rich is included at the end of the minutes.

#### **11. Facility Update**

The facility won the Gulf Guardian Award for their shoreline project in the Partnering category.

The CO will be leaving in the summer around July.

#### **12. CAMP/Petroleum Site Management Plan (SMP)/Exit Strategy**

John W. said that, except for UST 362, the Exit Strategy looks good. It will need to be decided how the Exit Strategy will be handled after John W. leaves the Team. Tom added one of the most valuable items on the Exit Strategy is knowing when a report was done and/or approved.

Regarding the CAMP, the revenue reviews are coming up in late September 2013. The Team will need to complete a remedy review for each place where there is a CMIP or a conditional SRCO.

John stated the LUC inspection report dates were met, and the LUC certifications are completed.

The Petroleum SMP shows that Site G300 has a July 2013 due date for a draft monitoring report (May 2013 due date for final report), and the next monitoring report date is July 2015. John said this needs coincide better with the CAMP regarding sampling. Charles needs to get someone set up to perform the sampling for Site G300. Charles said he has a contractor that is going out there now, and his contract can be modified to perform the sampling. John suggested revising the draft monitoring report due date to July 31 2013 and the final report due date to October 31 2013 in the Petroleum SMP. Tom indicated that the CAMP has the final report due in October 2013.

Rich indicated that SMPs, Petroleum SMPs, and CAMP all carry commitment dates and all should agree; the Exit Strategy is more of a status tracker.

On the Petroleum SMP, AOC 1 reports are listed as to be determined. The report should have been submitted in 2012, but there was a problem with the data. Tetra Tech is preparing the report, and it should be issued as a draft document next week. The draft monitoring report date should be

May 31, 2013, and the final date should be August 31, 2013 (Year 1). The next sampling event will be in 2014 along with the reports in May and August 2014 (Year 2).

**Action Item:** John is to write a letter commenting on Rev. 25 of the CAMP.

AOC 2 – South Dock for the draft and final Site Assessment Status Report dates should be June 30, 2013, for the draft and September 30, 2013, for the final.

UST 362 diesel spill needs funding. Sampling report dates need to be changed.

The Petroleum SMP date for the NOSC report should be changed to August.

**Action Item:** Rich is to send the Petroleum SMP with updated dates to Team members.

**Action Item:** Tom is to send the CAMP with updated dates to Team members.

### 13. Facilitator

It was decided that inducting Gerry Walker as a Team member will be held off until Jeff Lockwood is on the Team so both can be inducted at the same time.

Team members gave their status of the Team on a 1 to 5 scale. The average was 3. Pat asked what Team members thought the Team needed to do to move up a notch. Answers included the following:

- Completing work planned,
- Better communication,
- Trust (actions speak louder than words),
- Completing commitments,
- Ensure new Team members are “rolled in” and progress does not go backward, and
- Meeting Florida requirements and having a “complete” package to give new contractors.

### 14. Meeting Closeout

#### Action and Consensus Item Review

Action and consensus items were reviewed and provided on the following page(s).

#### Meeting

The next meeting is scheduled for Wednesday, July 17, 2013, beginning at 9:00 a.m. Central Time at St. Andrew Park, Panama City, Florida. Charles Cook will be the Team Leader, and John Winters will be the Time Keeper.

DRAFT MEETING AGENDA			
Description	Presenter	Time	Category/ Expectation
Check-In/Introductions/New Members/Opening Remarks/Head Count and Proxies/Guests	Leader	15 min	Decision
Action Items and Parking Lot Review/Minutes Approval/Agenda Changes/Team Charter Review/Ground Rules Review	Leader	15 min	Information
Training	Pat	30 min	Training
Building 325 Update	Charles	5 min	Information
AOC 2 Update	Charles	5 min	Information
Building 98 Update	Charles	5 min	Information
South Dock Update	Charles	5 min	Information



DRAFT MEETING AGENDA			
Description	Presenter	Time	Category/ Expectation
Monitoring Well Abandonment/Repair Update	Charles	30 min	Discussion
Tier II Update	Rich	15 min	Information
CRP and RAB Update	Mike	15 min	Information
Permit Renewal	Charles	15 min	Information
Milestone Schedule	Charles	15 min	Information
NOSC Sampling Results	John S.	15 min	Information
Other Issues and Transition	Team	15 min	Information
New Member Induction – Gerry Walker and Jeff Lockwood	Pat/Team		
Meeting Closeout; Action Item Review; Next Agenda; +/-	Team	30 min	Planning
CAMP/Exit Strategy/Milestone Schedule (to be discussed with site update)			

Tentative Meeting Dates/Location

October 9, 2013      Virtual

PLUS/DELTA	
+	Δ
Discussions on NOSC and Sites 98, 325, and AOC 2	Not a face to face meeting
CAMP/Petroleum SMP discussions	Not a “true” virtual meeting – everyone did not have the CAMP and Petroleum SMP
Good meeting	
Good communication	
Recommitment of Team to get work done	
Getting to where an exit can be seen	
John did a good job as leader	

OPEN ACTION ITEMS				
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A-0413-04	Charles		4/30/2013	Charles is to prepare a public notice for the CRP/RAB.
A-0413-05	Tom		4/11/2013	Tom is to update the Team Charter with contact information for Gerry Walker.
A-0413-06	Charles/Tom		5/20/2013	Charles and Tom are to develop a table with the monitoring requirements of sites with conditional SRCOs/LUCIPs (G300 and AOC 1 for example).
A-0413-07	John		4/12/2013	John is to write a letter commenting on Rev. 25 of the CAMP.
A-0413-08	Rich		4/10/2013	Rich is to send the Petroleum SMP with updated dates to Team members.
A-0413-09	Tom		4/11/2013	Tom is to send the CAMP with updated dates to Team members.

2012-2013 CONSENSUS ITEMS	
Consensus Item #	Consensus Item
C-0412-01	The Team reached consensus to approve the December 2011 meeting minutes as final.
C-0612-01	The Team reached consensus to approve the April 2012 meeting minutes as final.
C-0612-02	The Team reached consensus to adopt the modified Tier II Roles and Responsibilities as amended by the Team.
C-0113-01	The Team reached consensus to approve the June and September 2012 meeting minutes (with minor changes) as final.
C-0413-01	The Team reached consensus to approve the January 2013 meeting minutes as final.

PARKING LOT ITEMS	
Date	Parking Lot Item
06-2012	The new PWO started at NSA PC in May 2012 – will need to invite him to a Partnering Team meeting.

## FLORIDA NAVY TIER 2 UPDATE

- The Tier 2 meeting was held via web meeting using Go-to-meeting on March 19, 2013.
- **Reorganization and Funding Updates**
  - FDEP – Reorganization is complete, and there were no real changes on the DoD side. Jennifer Conklin has been hired to fill Jim's and Eric's vacant positions.
  - EPA – Job hirings and promotions are currently frozen. Several Section Chiefs have left, but the jobs are not currently being filled. It is anticipated the freeze will lift in June. Issuing new work assignments and new contracts is also frozen until further notice. The oversight contract selection will not happen until the end of the fiscal year. The Period of Performance on the current oversight contract runs out at the end of next week. The Federal Facilities Program will be taking a 7% cut in funding. Furlough notices were received on March 1.
  - Navy – There is currently no travel, no training, and the potential for reduced hours (furloughs). It is anticipated that the furlough notification could happen within the next week or two.
  - BRAC – BRAC is experiencing the same uncertainty with sequestration. There is currently no travel. No official furlough notification has been given at this time, but it is anticipated to happen in the near future. BRAC PMO SE was combined with BRAC PMO NE, and the director will be retiring in March; unsure if BRAC will be combined with another office or if an interim director will be appointed.

There is concern about having Art Sanford at Tier I meetings representing BRAC since he is a contractor, and it could be perceived as a conflict with David being both the Tier I BRAC Representative and the Tier II link.

- **Tier I Team Presentation**

Charles Cook from the Panama City I Team provided the presentation to Tier II. Tom Johnston from Tetra Tech also joined the conference call. GREAT JOB, CHARLES!
- **Exit Strategy Revision**

Sarah suggested talking with Tier I Teams to discuss what Arne Olsen is doing with the Exit Strategy. Currently, Arne is converting the Exit Strategy from Excel to Microsoft Project.

The Exit Strategy subcommittee is working on a mock-up report with what the Tier II Team wants to see. It is the subcommittee's goal to have the revised Exit Strategy completed by September 2013.

- **Review of Tier II FY2013 Goals**

The following Tier II goals for FY 2013 were revised and/or updated at the March 2013 meeting:

  - Develop an appropriate submission (Lessons Learned) and review schedule for Five Year Reviews. **Ongoing** – The table provided by Jeff will be revised and reviewed at the next meeting.
  - Define the purpose and attributes of the Exit Strategy, revise the format, and distribute the information for Tier I implementation. **Ongoing**
  - Continue to develop contingencies for virtual meetings. **Ongoing**
  - Have the petroleum SMP Amendment submitted by August 1, 2013, and finalized by September 30, 2013. **Ongoing**
  - Consider response complete requirements in the revised Exit Strategy. **Ongoing**
  - Disseminate guidance on Tier I presentation formats. **Completed**
  - Complete guidance on raising Tier I issues to Tier II and disseminate to Tier I Teams. **Completed**
- **FDEP Combined Cleanup Rules**

Sarah asked if there is a timeline or update for the One Cleanup Rule.

Kim stated the department initiated the process of combining all four cleanup rules almost a year ago. All four cleanup programs are similar as far as the cleanup process, but with statutory differences. It is estimated the rest of the process will take approximately 6 weeks, and the rule will be in effect. The rule will be Chapter 62-780; thus, petroleum sites will not use Chapter 62-770 anymore.

There will be a rule workshop based on the changes. The public comment period is currently open, and Kim can send the link if needed.

- **RITZ**

The RITZ will be held May 22-23 at NAS Jacksonville. Tentative topics include vapor intrusion, transition to passive samplers, advances in sediment characterization and remediation, environmental molecular diagnostic tools, lessons learned from DNAPL treatments, and MRP: Science and Technology Update. Contractors and the FDEP are welcome to attend the RITZ.

- **Next meeting is scheduled for June 19-20, 2013, in Orlando or Jacksonville**

The Key West Tier I Partnering Team will be invited to present at the Tier II meeting.